



DATE: April 14, 2009
TO: All Departments
FROM: Lauren Germany, Human Resources Generalist
REGARDING: Vacancy Announcement

The City of Gulfport – **LEISURE SERVICES DEPARTMENT** - is seeking highly qualified individuals for the positions of **RECREATION AIDE (Full & Part Time)**. The salary ranges for this position is **\$18,087-\$20,357 (FT) & \$8.12-9.70/hr. (PT)**.

The attached job description will provide a position overview and lists the minimum requirements needed to effectively perform job duties.

All interested employees may apply by submitting a *transfer request form* and resume. All other applicants may apply in person at the Human Resources Department, 1410 24th Avenue, Gulfport, MS 39502.

CLOSING DATE FOR THIS POSTING IS: UNTIL FILLED.

Please post this information in your departments.



City of Gulfport, Mississippi
Job Description

Recreation Aide I **(RA1)**

Department: 411 – Leisure Services

EEO Class: Service Workers

Date Revised: 1.1.2007

FLSA Status: Non-Exempt

Date Approved:

Position Overview

The Recreation Aide will perform routine duties necessary for the orderly operation of a recreational facility. This person will interact with the public to ensure a safe, pleasant, and productive recreational experience.

The Recreation Aide may work at centers, parks or other public facilities. Schedules may include nights and weekends.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Acts as receptionist at a community center.
- Provides information regarding city sponsored classes or projects; makes reservations for use of the facilities by church, civic, school, club and business groups.
- Registers children for classes.
- Collects fees and writes receipts.
- Maintains attendance records.
- Supervises and leads children in many types of games
- Issues recreational equipment.
- Explains rules and regulations for use of facilities and equipment.
- Reports accidents or injuries occurring on public facilities to supervisor.

- Reserves center for community or citizen events.

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Certification in CPR and First Aid.
- Some knowledge of recreational activities and rules of various games.
- Ability to establish and maintain effective working relations as necessary by work assignments.
- Knowledge of city and department rules, policies, and regulations.
- Knowledge of standard office equipment.
- Ability to deal with the public on a regular basis in a friendly and helpful manner.
- Must be able to demonstrate basic knowledge of a computer.
Must have the ability to manage e-mail and scheduling systems.
- Must have the ability to work a schedule that includes evenings and weekends.

Education and Experience

High School graduate or equivalent. Prior experience in recreational tasks or caring for children preferred.

Required Licenses or Certificates

Must possess valid driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements include occasional lifting/carrying of 50+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are

both indoors and outdoors.